

**ADMINISTRATOR REPORT**  
**March 29, 2018**

**TO:** The Campbell County Board of Supervisors  
**FROM:** Frank J. Rogers, County Administrator  
**RE:** April 3, 2018 Board of Supervisors Meeting

**6:00 PM** - Call to Order and Pledge of Allegiance by Chairman Gunter  
Moment of Silence

**1. APPROVAL OF MINUTES**

[WORK SESSION WITH SCHOOL BOARD – FEBRUARY 20, 2018](#)

[REGULAR MEETING – MARCH 6, 2018](#)

**2. APPEARANCES** – None

**3. ADMINISTRATOR’S ITEMS**

Frank J. Rogers, County Administrator

a. [TOWN OF ALTAVISTA REQUEST – GROWTH OPPORTUNITY ASSESSMENT](#)

Attached for the Board’s review and consideration is correspondence from the Town of Altavista. As you will note upon review of the letter, the Town is asking that staff from the County and Town work together to identify growth areas around the Town of Altavista’s borders.

The request is to enable staff to work together and present the Town Council and Board of Supervisors with any mutually beneficial options and recommendations that may be available.

Attachment:

- [March 21, 2018 Letter from Altavista](#)

**RECOMMENDATION:** Staff recommends the Board consider Altavista’s request and direct staff as to whether or not to proceed with engaging town staff in a review of potential options.

b. [REQUEST TO ADVERTISE PUBLIC HEARING – COUNTY SURPLUS PROPERTY](#)

The County presently owns twenty-three (23) parcels that were acquired through delinquent tax sales. During the March Board of Supervisors’ meeting, there was a consensus of the Board for the County to proceed with auctioning these properties by way of an absolute auction to return them to the tax rolls.

State Code requires the County to conduct a public hearing to declare the properties surplus, prior to selling any of the properties in question. Accordingly, staff is requesting authorization from the Board for the purpose of declaring these parcels surplus. Staff is further recommending that this public hearing be scheduled for June of 2018. This will allow adequate time for advertisement of the public hearing, but will also allow time at the May meeting for the required Budget Public Hearing and Six-Year Transportation plan hearing.

**RECOMMENDATION: Staff recommends the Board authorize staff to advertise and conduct a public hearing for the purpose of declaring excess parcels surplus so that said parcels can be sold.**

c. [RESOLUTION FOR KENNETH KIRBY, CONCORD VOLUNTEER FIREFIGHTER](#)

Lieutenant Kenneth “Kenny” Kirby, a twenty-year member of the Concord Volunteer Fire Department, was awarded the prestigious 2017 Governor’s Volunteer Firefighter of the Year Award on February 24, 2018. This is the first time someone from the Campbell County/Lynchburg City area has received such an honor.

Throughout his career, Mr. Kirby has served the Concord Volunteer Fire Department in many capacities. Since 2013, he has also been the president of the Central Virginia Firefighters Association (CVFA). Lieutenant Kirby has a passion for fire service leadership and the betterment of his fellow firefighters.

Attachment:

- [Resolution](#)

**RECOMMENDATION: Staff recommends the Board of Supervisors adopt a resolution recognizing Mr. Kirby’s continued service and dedication to the Concord area, and acknowledge the high esteem in which he is recognized throughout our state, and our community.**

Mike Davidson, Director of Economic Development

d. [COMMERCIAL REALTOR](#)

At the March 6, 2018 Board of Supervisors meeting, staff was asked to look into the process of contracting with a commercial real estate agent to assist in the selling of county-owned industrial property. Campbell County owns approximately 302 acres of industrial property. Presently, the County’s asking price per acre for developed industrial property is \$35,000.

Staff contacted the Lynchburg Office of Economic Development to inquire about their use of a commercial broker and to ask for a copy of their RFP. Lynchburg City’s broker is Coldwell Banker Commercial Read & Co. and the City’s RFP has a cooperative procurement clause, which allows other governmental entities to utilize this contract without having to go through the procurement process. Campbell County has taken advantage of this process on numerous occasions, such as procuring public safety apparatus. The alternative to utilizing an existing local government contract is to go through the procurement process, which could take three to four months, and would incur some additional expenditures for advertising, etc.

Attachments:

- [Lynchburg City Real Estate RFP](#)

- [Coldwell Banker Commercial Brokerage Services](#)
- [Lynchburg City Listing Agreement](#)

**RECOMMENDATION:** Staff requests Board direction as to whether to move forward with acquiring a commercial agent's assistance in listing and selling surplus county property. If the decision is to move forward, staff requests Board's direction in whether to release an independent RFP or to utilize the cooperative procurement clause in Lynchburg's contract, and enter into a contract with Coldwell Banker Commercial Real Estate & Co.

Clifton M. Tweedy, Deputy County Administrator

e. [BROOKVILLE HVAC RFP SCHEDULE](#)

Recently both the School Board and the Board of Supervisors approved proceeding with a Request for Proposal (RFP) for HVAC improvements to Brookville Middle and/or High Schools. This decision was based on the age of the systems and the phasing out of R-22 refrigerant used in many of the condensing units.

Included in the attached memorandum is a detailed schedule of activities required to upgrade the HVAC systems at Brookville Middle/High. The first step is to approve the attached resolution authorizing an RFP for Design Build services. This is required per the State Code and the County's adopted processes.

Attachment:

- [Resolution](#)

**RECOMMENDATION:** After review of the schedule, approve the attached resolution to allow for the selection of a contractor to upgrade the HVAC system at Brookville Middle and/or High School.

f. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See agenda
- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

**RECOMMENDATION:** Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

4. [CONSENT AGENDA](#)

a. [APPROPRIATIONS](#)

Attached is an appropriation listing for the Board's consideration.

b. [COUNTY ATTORNEY INVOICE](#)

Attached is an invoice for \$18,032.85 from the county attorney for services provided from February 21, 2018 through March 21, 2018.

c. [CHILD ABUSE PREVENTION MONTH PROCLAMATION](#)

Child abuse and neglect has been a serious issue in Campbell County. April 1983 was proclaimed the first National Child Abuse Prevention Month. Since then, child abuse and neglect awareness activities have been promoted across the country during April of each year.

Pinwheel Awareness Gardens will be constructed throughout Central Virginia to represent the number of children abused and neglected in each locality. A Pinwheel Garden will be set up April 3-13, 2018, in Campbell County on the property of the Citizen Services Building facing Village Highway.

A request has been received from CASA (Court Appointed Special Advocates) of Central Virginia to accept the included proclamation declaring April as Child Abuse Prevention Month.

Attachments:

- [Child Abuse Prevention Month Flyer](#)
- [Proclamation](#)

d. [AMBULANCE PURCHASE UNDER H-GAC BUY](#)

The EMS Division of Campbell County Public Safety is requesting to purchase a new ambulance for career staff through HGACBuy. Public Safety has received a quote from Goodman Specialized Vehicles, LLC under the HGACBuy cooperative for a 2018 PL Custom Type I classic 170" Diesel Ambulance in the amount of \$235,285.00. Funds have been budgeted and are available in the FY18 CIP, line item 4-302-094300-0030 EMS Apparatus/Facility Replacement Program, in the total amount of \$600,000.00.

e. [COYOTE BOUNTY APPLICATIONS](#)

The Department of Animal Control has received six (6) coyote bounty applications for the killing of six (6) coyotes between February 8 and March 2, 2018. Section 4-54 of the Campbell County Code established a bounty of \$50.00 for each coyote killed within the boundaries of Campbell County. The Board of Supervisors is the approving authority for payment of the claims presented. The attached [claims](#) were submitted in accordance with our ordinance.

At the February 6, 2018 Board of Supervisors meeting, the Board approved payment of one bounty claim, and authorized staff to propose amendments to the County Code regarding the bounty for the next Code update.

f. [COUNTY COMPLEX ROOF REPLACEMENT](#)

An Invitation for Bid (IFB) was issued on February 7, 2018 seeking sealed bids from qualified vendors to replace the roofs at the Campbell County Juvenile Court Services Unit Building and the Haberer Building. Three (3) bids were received and Puff, Inc. located in Charlottesville, VA is the apparent low bidder at \$24,360.00, with an additional cost/sq ft in the amount of \$4.85. Sufficient funds for this project are budgeted and appropriated in line item 4-302-094400-0088 – Facility Capital Replacement.

g. HEALTH DEPARTMENT HVAC

The Campbell County Health Department is in dire need for an upgrade to provide greater flexibility to allow compressors to come on as the cooling load increases. The number of compressors running at any one time can vary from 1 to 4 as needed. Recently, a Request for Quote was issued to procure the services of a qualified firm to perform replacement of the County Health Department and two (2) bids were received. Select Air located in Lynchburg, VA is the apparent low bidder at \$36,854.69 and sufficient funds are budgeted in line item 4-100-011011-9400 - Budget Set Aside.

**RECOMMENDATIONS: Staff recommends the Board:**

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$18,032.85;**
- c. Accept a proclamation declaring April as “Child Abuse Prevention Month” in Campbell County;**
- d. Approve the HGACBuy agreement to purchase an ambulance and to utilize Goodman Specialized Vehicles as the awarded contract vendor;**
- e. Approve the payment of \$50.00 for each of the six (6) coyotes killed, totaling \$300.00;**
- f. Accept the lowest, responsive and responsible bid from Puff, Inc. in the amount of \$24,360.00, with an additional cost/sq ft in the amount of \$4.85 for the roof replacement on the Campbell County Juvenile Court Services Unit building and the Haberer building;**
- g. Accept the lowest, responsive and responsible bid from Select Air, Lynchburg, VA in the amount of \$36,854.69 to perform the Campbell County Health Department HVAC replacement.**

**5. APPOINTMENTS**

Attached for your review is a [list of appointments](#).

**6. MATTERS FROM THE BOARD**

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

**7. CLOSED MEETING – None**

7:00 P.M.

**8. PUBLIC HEARINGS**

The following Public Hearing was advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

a. REZONING REQUEST – LEESVILLE ROAD

# PL-18-4            This request is to rezone 2.673 +/- acres from Agricultural to Business – General Commercial in order to reduce setbacks to construct a canopy over existing gas pumps. The property is located at 11876 & 11910 Leesville Road, Evington, VA, and in the Altavista Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density mixed. Staff report is [attached](#).

The property at 11910 Leesville Road has operated as a convenience store in the Agricultural zoning district. The applicant is seeking to rezone the parcel to Business – General Commercial in order to construct a canopy over existing gas pumps. The front setback would be reduced from fifty (50) feet to ten (10) feet to allow space for the canopy. The applicant is also seeking to rezone the property at 11876 that has operated in the past as a restaurant and most recently as a computer repair shop. The restaurant operated as a legal non-conforming use and the rezoning would allow for a restaurant or retail space to reopen in this location as a permitted use in the future. There is an existing single family dwelling on parcel 41-A-92. The continuing use of this structure as a dwelling would become a non-conforming use with a rezoning to Business – General Commercial.

**RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 citing general welfare and convenience.**

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9.     AGENCY MINUTES AND REPORTS

- |   |                   |
|---|-------------------|
| a. <a href="#">Brookneal/Campbell County Airport Authority</a>          | January 24, 2018  |
| b. <a href="#">Planning Commission</a>                                  | January 22, 2018  |
| c. <a href="#">Robert E. Lee Soil &amp; Water Conservation District</a> | January 25, 2018  |
| d. <a href="#">Library Board</a>  | February 19, 2018 |
| e. <a href="#">Social Services Board</a>                                | January 24, 2018  |

10.    INFORMATIONAL ITEMS

- |  |               |
|--|---------------|
| a. <a href="#">Report – Expenditure/Revenue Summary</a>  | February 2018 |
| b. <a href="#">Report – Treasurer FY18</a>               | February 2018 |
| c. <a href="#">Unassigned Cash/Fund Balances</a>         | February 2018 |
| d. <a href="#">Long Term Debt Projections</a>            | March 2018    |
| e. <a href="#">Business Appreciation Month Luncheon</a>  | May 2018      |
| f. <a href="#">Economic Development Quarterly Update</a> | March 2018    |
| g. <a href="#">Citizen Letter re: Disabled Veterans</a>  | February 2018 |

## BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 3/19/18

Items marked with an asterisk (\*) are changed from the previously published schedule.  
Underlined items are special meetings.

### **Tuesday, April 3<sup>rd</sup>** –

- 5:00 PM – Dinner provided by Virginia Cooperative Extension (Multi-Use Room)
- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearing, rezoning (Leesville Road)

### Tuesday, April 10<sup>th</sup> –

- 6:00 PM – Budget Work Session – Board Level Multi-Use Room

### Thursday, April 12<sup>th</sup> –

- 6:00 PM – Budget Work Session (if needed)

### Tuesday, April 17<sup>th</sup> –

- 6:00 PM – Work Session – CCUSA

### **Tuesday, May 1<sup>st</sup>** –

- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearing – Budget, VDOT Six Year Plan

### Tuesday, May 8<sup>th</sup> –

- 5:00 PM – EMSAC – Public Safety Conference Room – (Goldsmith, Good)
- 6:00 PM – FAC

### Tuesday, May 15<sup>th</sup> –

- 6:00 PM – Final Budget Presentation & Adoption  
Region 2000 Services Authority Presentation on Solid Waste Options

### Monday, May 21<sup>st</sup> –

- 6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (Good, Gunter)

### **Tuesday, June 5<sup>th</sup>** –

- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings, none are currently scheduled

### Tuesday, June 19<sup>th</sup> –

- 6:00 PM – No Board workshop currently scheduled

### **Tuesday, July 3<sup>rd</sup>** –

- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings, none are currently scheduled

### Tuesday, July 17<sup>th</sup> –

- 6:00 PM – No Board workshop currently scheduled

**Tuesday, August 7<sup>th</sup> –**

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, none are currently scheduled

**Tuesday, August 14<sup>th</sup> –**

5:00 PM – EMSAC – Public Safety Conference Room – (Goldsmith, Good)

6:00 PM – FAC

**Monday, August 20<sup>th</sup> –**

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (Good, Gunter)

**Tuesday, September 4<sup>th</sup> –**

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, none are currently scheduled

**Tuesday, September 18<sup>th</sup> –**

6:00 PM – No Board workshop currently scheduled